> # This is a supplement to the 2014 TAEP Cost Share <u>Application A</u> booklet.
> # It is intended to assist producers with completing <u>Application A</u> form.

A person must meet the following criteria to be eligible for TAEP cost share:

- Citizen of the United States of America and/or lawfully present in the United States
- Resident of Tennessee
- Operate a farm located in Tennessee
- 18 years of age as of application date
- Have ability and financial capacity to complete projects

- Meet minimum livestock or acreage requirements for each program applied for
- Own land (or family owned) where permanent structures will be built
- Register premises, if livestock are present
- Meet educational certifications for each program applied for

1. APPLICANT INFORMATION

Taxpayer ID Information

Enter your preferred taxpayer identification number (social security number or federal tax identification number) – please list only one.

- ✓ This number must match the tax number listed on your <u>Substitute W-9 form</u>.
- ✓ This number is NOT your TN agricultural sales tax exempt number. For information on obtaining your TN agricultural sales and use tax certificate of exemption, contact TN Dept. of Revenue by calling 1-800-342-1003, emailing Tn.Revenue@tn.gov or visiting www.tn.gov/revenue.

Name

Enter your full legal name. If you are more commonly known by a nickname, please indicate it in parentheses (nickname) next to your legal name. Indicate your <u>title</u> and any <u>suffix</u> you may have.

- ✓ The name you list on <u>Application A</u> must match the name you list on your <u>Substitute W-9 form</u>.
- ✓ Applicant name must match name on educational certifications, permits, premises registration, and property records, where required for eligibility.

Mailing Address

Enter the address where you receive your mail. <u>TAEP documentation</u> will be sent to this address. This address may be different than your home or farm address.

- ✓ This mailing address must match the address you list on your <u>Substitute W-9 form</u>.

Residential Address

Enter the address where you live. This address may be the same as your mailing or farm address.

Home Phone	**Cell Phone**	**E-mail Address**
Enter number, including area code.	Enter number, including area code.	Please print clearly.

2. FARM/PREMISES INFORMATION

❖ Applicants with livestock must register their premises with the Tennessee Department of Agriculture (TDA). Applicant name must match contact name (primary or alternate) listed on premises account to be eligible.

❖ The <u>premises account number</u> is tied to the individual; the <u>premises ID number</u> is tied to the farm address.

❖ An individual can have multiple <u>premises ID numbers</u> if they have multiple farm locations.

❖ Premises registration forms and instructions are available from TDA by calling (615) 837-5120 or by visiting www.tn.gov/agriculture/regulatory/livestock.html.

❖ If applicant does not have livestock on their operation, list farm address and indicate property ownership only.

Farm Address

Enter the physical address of the farm where your project will be.

✓ <u>The premises ID address must match the farm address listed on the application.</u> If you are applying for more than one program and have multiple premises ID numbers/farm addresses, please indicate which ID/farm address will be used for each program.

Farm County

Indicate the county where your farm is located.

Premises Account Number

Enter your premises account number.

Premises ID Number

Enter your unique 7-character alphanumeric identification.

Property Ownership

Indicate whether the farm property address is owned by you (applicant), a member of your immediate family or leased. If property is family owned, list name of legal property owner in field where indicated.

✓ <u>Applicant or member of the applicant's immediate family must own land where permanent structures will be built.</u>

✓ Applicants may only submit one <u>Application A</u> per premises or property, per family owned land, per household, per business, per application period. Livestock Equipment and Genetics projects can be located on leased land.

> Immediate family members include: spouse; children; parents; siblings; grandparents; grandchildren; great grandparents; and spouse's children, parents, siblings, grandparents, grandchildren, great grandparents.

3. APPLICANT CERTIFICATIONS and PERMIT NUMBERS

All certifications, educational courses, and permits must be <u>current</u> and <u>completed by the applicant</u> to qualify. No substitutions allowed.

Beef Quality Assurance (BQA)

Cattle/Dairy producers must have current BQA at the date of application. Enter your current certification number and expiration date. Certification must be <u>current at time of application</u>.

✓ BQA is a two-hour educational course on cattle management and care sponsored by the Tennessee Cattlemen's Association (TCA). Contact TCA for additional information on BQA classes at 615-896-2333, info@tncattle.org, www.tncattle.org or your local UT Extension office, utextension.tennessee.edu.

Pork Quality Assurance Plus (PQA)

Swine producers must have current PQA Plus at the date of application. Enter your current certification number and expiration date. PQA Plus is a two-hour educational course on swine management and care sponsored by the Tennessee Pork Producers Association (TPPA). Contact TPPA for additional information on PQA classes at 615-274-6533 or tnpork@tds.net.

UT Master Beef Producer (MBP)

Indicate whether you have <u>completed</u> or <u>plan to complete</u> this educational program for beef producers.

✓ Certification is required for 50% cost share and must be completed by <u>reimbursement deadline</u>. *The applicant will automatically receive the Standard Producer cost share of 35%, if master certification is not completed by reimbursement deadline.*

Dairy Permit Number

Enter TDA dairy permit number (XXX-XXX). Dairies (cattle, goats, and sheep) must be permitted by TDA to be eligible as a dairy under TAEP.

✓ Contact TDA Consumer and Industry Services, Food and Dairy Division, at 615-837-5193, for permit information.

UT Quality Milk Program - Dairy (TQMI)

Indicate whether you have <u>completed</u> or <u>plan to complete</u> this educational program for dairy producers.

✓ Applicant must complete three or more modules to be eligible for 50% cost share. Certification is required for 50% cost share and must be completed by reimbursement deadline. *The applicant will automatically receive the Standard Producer cost share of 35%, if master certification is not completed by reimbursement deadline.*

UT Master Dairy Producer - Dairy (MDP) – *New in 2014!*

Indicate whether you have <u>completed</u> or <u>plan to complete</u> this educational program for dairy producers.

✓ Applicant must complete two or more modules to be eligible for 50% cost share. Certification is required for 50% cost share and must be completed by reimbursement deadline. *The applicant will automatically receive the Standard Producer cost share of 35%, if master certification is not completed by reimbursement deadline.*

UT Master Meat Goat Producer (MMGP)

Indicate whether you have <u>completed</u> or <u>plan to complete</u> this educational program for goat producers.

✓ Certification is required for 50% cost share and must be completed by reimbursement deadline. *The applicant will automatically receive the Standard Producer cost share of 35%, if master certification is not completed by reimbursement deadline.*

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4. Livestock and Acreage Information

Indicate the <u>type of livestock/acreage</u> on your operation (check box) and list the <u>number of head of livestock/acres</u>.

- ✓ Each program has a minimum number of livestock/acreage requirements. The applicant must meet at least one requirement per program applied for, along with other eligibility requirements.

- ✓ <u>Head of livestock</u> refers to the maximum number of single livestock type, regardless of sex or age, **at one time** during the last 12 months.

- ✓ <u>Goats/Sheep can be combined</u> to meet minimum number requirement.

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5. Cost Share Request Summary

Check Request and Priority Rank
- ✓ Applicants can apply for up to **three** cost share requests.
- ✓ Only **one** cost share request per group (Genetics, Facility Improvement, and Storage) is allowed.
- ✓ Indicate your cost share request by checking "Yes" or "No" for each program.
- ✓ Rank the programs checked "Yes" by importance for your operation in 2014.
- ✓ Show the rank by circling the number: 1=first priority, 2=second priority, 3=third priority.
- ✓ Applicants who received **Hay Storage** approval in 2013 are <u>not eligible</u> to apply for Hay Storage in 2014.
- ✓ Lifetime limit of (4) Hay Storage reimbursements.
- ✓ Livestock Working Facility Cover program has a lifetime maximum of (1) reimbursement.

Additional Information
- • Approvals will be allocated by maximum amount
- • Maximum reimbursement for Goats/Sheep genetics is $350
- • Reimbursements for Hay Storage will be based on actual invoice costs up to maximum per square foot
- • Reimbursements for Livestock Feed Storage and Grain Storage will be based on actual invoice costs up to maximum

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6. APPLICANT AGREEMENT

This section features several important bullet points regarding program participation. Read each line of text. Print your name and date. <u>Sign</u> your name.

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7. How to Submit "Application A" (hard copy)

- • Review each section of application for completeness.
- • Double check your priority ranking in Section 5.
- • **Attach Substitute W-9 form (page 20).**
- • NO FAXES OR EMAILS ACCEPTED - Applications are only accepted by mail or hand delivery. *See section for TAEP Online to learn about submitting application via online.*

- Applicants may only submit one <u>Application A</u> per premises or property, per family owned land, per household, per business, per application period.
- Applications must be postmarked <u>June 1-7, 2014</u> or hand delivered between <u>June 2-6, 2014</u>.
- Applications received <u>before or after</u> the application period are ineligible.

Hand Delivery

Applications may be hand delivered, June 2-6, 2014, to the <u>TAEP office</u>, which is located in the <u>Holeman Building</u> at the Ellington Agricultural Center.

The <u>physical</u> address is:
424 Hogan Rd., Nashville, TN 37220

Mail

Send <u>Application A</u> to:

TN Dept of Agriculture
Attn: TAEP 2014-A
P.O. Box 40627
Nashville, TN 37204

Approval Notifications

Applicants will be <u>notified in writing</u> of approval or denial. Allow <u>twelve</u> weeks for application processing.

Substitute W-9 Form (page 20)

This form is used to obtain the applicant's taxpayer identification number and certification. Submit this form along with <u>Application A</u>. **Funds received as a result of TAEP reimbursement are taxable. Participants will receive Form 1099-G for payments over $600.00.**

1. **General Information:** Enter your legal name. Enter your mailing address.
   - ✓ <u>Reimbursement checks</u> will be mailed to this address. *Mailing address should match mailing address provided on <u>Application A</u>.*
2. **Circle the most appropriate category below:** Complete only one.

3. **Fill in your taxpayer identification number below:** Complete only one.
   - ✓ Taxpayer identification number should match number provided on <u>Application A</u>.
4. **Sign and date the form:** Signature must match taxpayer name listed above.

TAEP ONLINE

TAEP Online is an account management system that allows producers participating in TAEP to view information about their account. Participants can view their history, make contact updates, and see current status of application and reimbursements. If you have not participated in TAEP previously, you will not have an online account but you will be able to apply online during the application period. *Participation in TAEP Online is not mandatory.*

Accessing your TAEP Online Account

In order to access your TAEP Online account, you will need a current email address, your TAEP ID number, and your premises account number.

If you have not received your TAEP ID number, email taep.online@tn.gov to request a number. Include your name, address and premises account number in the email. The last date to request a TAEP ID number for the 2014 application period is May 30, 2014.

Applying Online
- Visit www.tn.gov/taep during the application period
- Click on the TAEP Online link
- Click on the 2014 TAEP Application A link

  • **If you have a TAEP Online account**
     o Click "yes" and enter your premise account number and password
     o Review your information and make updates if needed
     o Select cost share programs and indicate priority level (1-3)
     o Follow submission instructions and print a copy of your application
  • **If you do not have a TAEP Online account**
     o Click "no" and complete all sections of the application
     o Follow submission instructions and print a copy of your application
     o Please note that a current email address is required

- *Electronic applications are not mandatory*